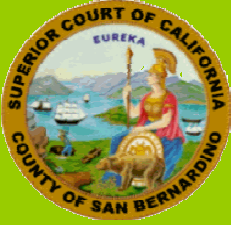


Superior Court of California
County of San Bernardino
Employment Opportunity



Court Attendant

\$3,035 - \$3872 approximate monthly

Application deadline: 4:30 PM, August 17, 2009
Announcement # 09-017

The eligible list resulting from this recruitment will be used to fill vacancies as they occur throughout the Court. Incumbents may be assigned to any Court District within the County.

Court Attendants are responsible for maintaining security and order in Civil Courtrooms, maintaining the integrity of the jury, monitoring court surroundings, assisting with clerical support and performing clerical and security duties as required.

We are looking for individuals who will:

- Conduct search of courtroom and surrounding areas prior to morning and afternoon session to ensure courtroom security and observe people and activities during courtroom hours.
- Open court sessions; serve as liaison between attorneys, jurors, witnesses, litigants and parties to cases and the Judge or Commissioner and his/her court staff.
- Report security violations or suspicious items to the Sheriff or other appropriate personnel and use alarm buttons or radio communication for emergencies.
- Monitor persons in the courtroom to ensure non-disruptive activity; instruct jury panels on appropriate courtroom decorum and monitor conformance; prevent conversations between jurors, parties, witnesses, spectators, media, and the public to the case during trial.
- Administer immediate first aid or CPR as needed and contact appropriate personnel or agency in the event of medical or emergency situations.
- Accept legal documents for filing.
- Post and distribute court calendars; inventory and/or deliver exhibits to and from the exhibit room or locker; inventory and ensure appropriate supplies are available for courtroom use.
- Perform related duties as assigned.

Court Attendants must have the ability to observe situations, identify when to react and determine an appropriate course of action without a supervisor present; analyze jury and public requests and determine appropriate response, and use good judgment and interpersonal skills in the courtroom to mediate and diffuse disputes.

Requirements:

Eighteen months of service as a Legal Processing Assistant for the Superior Court of California, County of San Bernardino, including completion of probation and promotion to a Legal Processing Assistant II, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Note: *Typing ability of 35 wpm is highly desirable.*

Note: (1) Court Attendants are required to successfully complete a court approved CPR certification and first-aid training course during their first six months of employment and are required to maintain such certification. (2) Court Attendants must wear a Court provided uniform. (3) Court Attendants work in the Clerk's Office when not needed in the courtroom.

Examination: The examination will consist of a written test that may cover the following areas: Legal Procedures and Terminology, Customer Service and Interpersonal Skills, and Court Safety and Security. Qualifying candidates will be notified of the date of the written test approximately two weeks prior to testing.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained on the internet at www.sb-court.org or via email at personnel@courts.sbcounty.gov. **Faxed and electronic applications will not be accepted.**

Benefits: Paid holidays, vacation, and sick leave; retirement plan; deferred compensation plan; employee health insurance (medical & dental); life insurance; merit salary increases; reimbursement for professional development; and credit union.

Employment is contingent upon passing drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0312

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6834
Internet: www.sb-court.org